

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF HUMAN RESOURCES

ANNOUNCEMENT NO.: CFSA-03-68

POSITION: Research Analyst, DS-301-12

OPENING DATE: 04-02-03

CLOSING DATE: OPEN UNTIL FILLED

IF "OPEN UNTIL
FILLED," FIRST
SCREENING DATE:

SALARY RANGE: \$49,627 _ \$63,937 Per Annum

TOUR OF DUTY: 8:15 a.m. - 4:45 p.m.
Monday - Friday

WORKSITE: WASHINGTON, D.C.

AREA OF CONSIDERATION: UNLIMITED

PROMOTION POTENTIAL: DS-12

NO. OF VACANCIES: ONE (1)

AGENCY: CHILD & FAMILY SERVICES AGENCY (CFSA), ODDCP, Quality Improvement Administration, QID

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: Four (4) years ☐ Temporary
(Up to 1 year, Not-to-Exceed) _____

☒ This position IS in the collective bargaining unit represented by AFSCME Local 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.

☐ This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES: The incumbent is provides continuous analysis of systems, employing research methodologies to evaluate and demonstrate research projects within the Agency and between partnering agencies. Manages and reports on case flow data which were conceptualized, constructed, tested and implemented by the incumbent and are used for reporting Agency activity to the Court, the plaintiff's attorneys and the Court Monitor as well as being used for management and decision-making purposes. Assists with the management of a unified statistical reporting system within the QI Administration and other OCP programs. Develops survey questionnaires and responds to surveys and research questions regarding internal quality within the Agency. Creates processes, establishes and manages teams to address data-related or other special projects. Conducts ongoing research of other state agencies to keep OCP/QI Administration up to date with new trends. Collects, analyzes and reports data utilizing state-of-the-art data collection methodology. Contributes specialized knowledge in research design and evaluation to various grant proposals, demonstration and research projects within the Agency and between partnering agencies. Provides research and analysis for special projects. Monitors progress and development of research projects.

QUALIFICATION REQUIREMENTS: One (1) year specialized experience that demonstrated a practical knowledge in monitoring, controlling or maintaining the quality of products or services in quality assurance, procurement, inspection, production or related areas.

AN EQUAL OPPORTUNITY EMPLOYER

D.C. Standard Form 1226 (Revised 9/93)

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Professional background in conducting research (i.e., qualitative and quantitative analyses), as evidenced by a Master Degree, Ph.D in social science, public policy or equivalent degree from an accredited University.
2. Basic knowledge of child and family services terminology, policies and procedures of permanency planning, Basic knowledge of focus group and in-depth interview techniques.
3. Ability to creatively teach non-technical and non-mathematically inclined individuals basic research protocols and data collection, storage and reporting is vital; and
4. Must be proficient in the Microsoft Windows environment , including Word, Excel, Access, Power Point and SPSS applications;
5. Excellent written and verbal communication skills, teaching and interpersonal communication skills.

DRUG-FREE WORK PLACE ACT OF 1988: “PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUE OCCURING IN THE WORKPLACE.”

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

<u>MAIL TO:</u>	Child and Family Services Agency Office of Human Resources 400 6th Street, SW Washington, DC 20024	<u>WALK-INS:</u>	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
<u>TO APPLY:</u>			
<u>FAX TO:</u>	(202) 727-5750	<u>TELEPHONE:</u>	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., (“THE ACT”) THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF HUMAN RESOURCES
